

# **Mohamed Attia Mohamed El Tantawi**

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## **Background**

Accountant with solid experience in financial reporting and daily accounting operations. Skilled in working on the Etimad platform for managing government projects and tenders, including tender registration and preparing required documents. Seeking to develop my skills in accounting and finance, especially in the government projects sector. Able to work effectively within a team to achieve organizational goals with accuracy and efficiency.

## **EDUCATION**

**Mansoura University, Faculty of Commerce, English Section.** [2018-2022]

## **EXPERIENCE**

- **Accountant – Shouman Plastic Company – Egypt**

June 2022 – March 2023

- Managed accounts receivable and payable, including payment collection and identifying potential credit risk.
- Reviewed purchase orders before processing to ensure compliance with company policies.
- Assisted the financial department in preparing balance sheets and periodic financial reports.

- **Accountant – Faeq Al-Ghitha Trading Company – Riyadh**

June 2024 – September 2024

- Managed the company's financial accounts including recording daily transactions, preparing financial reports, and adjusting final accounts.
- Monitored daily inventory and ensured accurate data entry.
- Ensured compliance with financial and administrative policies and procedures.

- **Accountant – Marmees Contracting Company – Riyadh**

October 2024 – Present.

- Worked on Etimad Platform for governmental projects and tenders.
- Prepared, reviewed, and submitted project invoices (Mustakhlasad) through Etimad platform and followed up until approval and payment.
- Handled general accounting entries, journal vouchers, and account reconciliations.
- Followed up with suppliers and subcontractors regarding invoices, payments, and account statements.
- Coordinated with suppliers and clients using professional English communication (emails & calls).
- Assisted in preparing financial reports related to projects and operational costs.
- Tracked project revenues and expenses to ensure accuracy and compliance with contract terms.
- Maintained proper documentation for governmental projects in accordance with company policies.

## **SKILLS**

### **Computer:**

- Microsoft Office like (Excel – Word – PowerPoint).
- Accounting Software like (Qoyod – Daftra – Onyx pro).
- Time Management.
- Preparing Financial Statement.
- Daily entries and reconciliations.

### **Language**

- Arabic : Native Language
- English : Very Good